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SUBJECT: Policy for the Oak Ridge Institute for Science and Education (ORISE) Program

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10 September 1996

MEMORANDUM FOR SEE DISTRIBUTION

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1. Purpose. The U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM) has established a formal Memorandum of Agreement (MOA) with the U.S. Department of Energy (DOE) for participation in the Oak Ridge Institute for Science and Education (ORISE) programs. This memorandum will document the procedures for ORISE internship programs at USACHPPM, and other organizations supported by the established agreement.

2. Background. The ORISE Program offers an excellent opportunity for the Army in general, and specifically, the Army Medical Department, to help develop scientists, engineers and health professionals critical to the technical infrastructure of the nation. Those who complete this comprehensive training program will be experienced, more mature potential employees for Army and Department of Defense (DoD) organizations, DoD contractors, as well as the civilian community.

a. Under Executive Order (EO) No. 12821, Improving Mathematics and Science Education in Support of the National Education Goals, dated November 16, 1992, all departments and agencies that have a scientific mission and employ significant numbers of scientists, mathematicians, and engineers are directed to establish training and educational programs to advance science and mathematics to meet the National Education Goals. The EO specifically mentions DOE and encourages it to help in the development of these programs. One of these programs is the ORISE participation program, and DOE has indicated a willingness to assist other federal agencies to establish similar programs.

b. The ORISE is operated by Oak Ridge Associated Universities (ORAU) for the DOE. The ORISE was established to broaden the base of scientists and engineers and give participants research experience in their related field of study. The ORISE offers programs in science and engineering education, computer applications, training and management systems, medical sciences, and energy and environmental systems.

c. The ORISE Program at USACHPPM is inherently an educational outreach endeavor. It is intended to provide formal classroom training, mentoring, participation in research projects,

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and a wealth of practical field experience, specifically in the areas of preventive medicine, health promotion, occupational and environmental health, and related technical disciplines.

3. Programs. A brief description of the major ORISE programs at USACHPPM follows:

a. Student Internship Program - This program provides high school juniors or seniors, undergraduate students, or graduate students the opportunity to participate in scientific and technical activities associated with USACHPPM. The program is intended to enhance the educational development of such students by providing practical experiences closely related to their academic pursuits. Because this initiative is directed toward full- and part-time students, it is set up to accommodate a variety of levels of participation. It is established such that pattern changes be limited to four times per year: at the beginning of the fall term, at the beginning of the winter (holiday) break, at the beginning of the spring term, and at the beginning of the summer term. To allow for smooth transitions, there is a requirement that at least 2 weeks notice be given between changes in pattern. These patterns are presented in Table 1 of Enclosure 1.

b. Post Associate Internship Program - This program provides persons with an associate degree in an appropriate science, engineering, or technology discipline the opportunity to participate in the related technical activities associated with USACHPPM. The program is intended to enhance the background and experience of such individuals, and to allow them a chance to make a contribution in their chosen field of study.

c. Postgraduate Internship Program - This program provides recent graduates (within the past three years) with a bachelor's, master's, doctorate, or post-doctorate credential in an appropriate science, engineering, or technology discipline the opportunity to participate in the related activities associated with USACHPPM. This program is intended to enhance the background and experience of such individuals, and to give them an opportunity to make a research contribution in their chosen field of study.

d. Guest Lecturer Program - This program provides travel support and honoraria to consultants from the academic community and the private sector to present technical seminars and colloquia at USACHPPM, or at other organizations supported by the established agreement. The honorarium rate is based on the individual's credentials. The program is intended to enhance the interactions between technical staff at the Center and the academic community and the private sector; support technology transfer; and provide learning experiences for ORISE program participants.

e. Faculty Participation Program - This program provides research opportunities for college and university faculty participants in the areas of science, mathematics, engineering, and other technically related fields. Faculty members receive a monthly stipend based on their regular

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salaries. Participants with sabbatical leave appointments are expected to have at least one-half of their salary paid by their home institutions. These appointments can be for 10 to 12 weeks during the summer, for a semester during the school year, or in the case of a sabbatical, for a period up to a year.

f. Fellowship/Internship/Research Participation (FIRP) Program - Under this program, high school students, postgraduate students, graduate students, postgraduates, and college and university faculty are provided opportunities to further their education with the assistance of varying degrees of financial aid, while at the same time receiving hands-on experience in research and related activities at Federal laboratories and facilities. Following completion of the didactic portion of the program, there is a required payback period of participation at the Federal facility.

g. Senior Research Participation Program (SRPP)- The SRPP will permit USACHPPM to extend the period of training for well-qualified postgraduate research participants associated with research and development activities. The three-year Research Participation Program (RPP) has proven to be appropriate under normal conditions; however, for some participants, a longer period of an additional three years would be beneficial to their career development. This added component to the basic research participation at the USACHPPM facilities would: (1) continue the hands-on participation in the applied research activities; (2) raise the level of participation to include training at the next higher level (e.g., training in the planning of applied research projects, in the development of protocols and proposals of such projects, and in the management aspects of these efforts); (3) allow the participants to become more independent researchers; and (4) become available as more thoroughly trained scientists, engineers, or technologists. (See Enclosure 2.)

4. Responsibilities. In order to fulfill the responsibilities contained in the MOA, the Commanding General will appoint a USACHPPM Program Coordinator. As of this date, Mr. Stephen L. Kistner has been and will continue to serve in this capacity. The duties of this position, and those of other principal players, are outlined below:

a. The USACHPPM Program Coordinator will:

(1) Approve certification and selection forms for USACHPPM (or other participating organizations).

(2) Serve as liaison, resolving issues which arise between USACHPPM (or other participating organizations) and ORISE.

(3) Establish overhead rates with ORISE for budgeting and planning purposes.

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(4) Provide current copies of the USACHPPM policy, and Mentors' and Participants' Handbooks to all applicable parties.

(5) Ensure that adequate training and research experience opportunities are provided to all USACHPPM (or other participating organization) participants.

(6) Provide an opportunity for participants who need medical screening to obtain physical examinations on an annual basis.

(7) Establish and maintain an up-to-date ORISE alias of all participants.

b. The ORISE On-Site Program Representative will:

(1) Finalize research program descriptions.

(2) Develop and distribute application materials in response to requests from individuals, and receive and process applications.

(3) Forward potential candidates' applications and supporting information to Selecting Official for review.

(4) Provide administrative support in offering and making appointments to applicants selected in consultation with USACHPPM.

(5) Monitor the progress of participants.

(6) Meet with the USACHPPM personnel periodically to discuss program activities, program management, administration, and implementation.

(7) Review program guidelines and operating procedures.

(8) Meet with participants at USACHPPM facilities periodically to observe the training and educational activities of participants.

(9) Conduct follow-ups with participants and Selecting Official to evaluate effectiveness.

(10) Assess activities related to program objectives, and document the degree to which the objectives are met.

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(11) Conduct exit surveys of internal participants leaving the program.

(12) Review and recommend stipend rate to Selecting Official. Recommendations will be made according to ORISE and the USACHPPM policy guidance. (See Table 1 of Enclosure 1.)

(13) Prepare cost estimates for Selecting Official.

(14) Coordinate funding transfers between the USACHPPM (or other participating organization) and the DOE/ORISE.

(15) Provide account balance information to applicable Selecting Official quarterly.

c. The Selecting Official will:

(1) Identify educational level, major, and provide a written research program description to the ORISE Program Coordinator.

(2) Provide funding in a timely manner to the ORISE On-Site Program Representative to support the assignment.

(3) Review candidates' applications and identify candidates for appointment.

(4) Determine the stipend rate for the candidate. (See Table 2 of Enclosure 1.) If a rate exceeds the range, a memorandum documenting the reason(s) for this decision will be prepared and submitted to the USACHPPM Program Coordinator.

(5) Appoint a mentor for the selected candidate and provide to the mentor the name, address, phone number, and the branch/office/program of the selected ORISE participant.

(6) Inform the ORISE Program Coordinator of any anticipated changes to a candidate's status.

(7) Determine security requirements as outlined in Memorandum, MCHB-CS, 6 Dec 94, subject: ORISE Program Information.

(8) Endorse renewal request from participant, recommend stipend rate, and forward this information to the ORISE Program Coordinator.

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d. The Mentor will:

(1) Contact the participant by telephone to introduce himself/herself, and offer assistance for relocation, if applicable. (See Mentors' Handbook.)

(2) Meet the participant on his/her first day to introduce himself/herself to branch/program/division personnel. Mentors will acquaint the participant with the USACHPPM, on-post facilities, the surrounding locale, and will provide assistance and information as required. (See Mentors' Handbook.)

(3) Prepare an Individual Development Plan (IDP) as outlined in the Mentors' Handbook. Since training is the cornerstone of the ORISE Program, the IDP should include an orientation course, formal short courses, continuing hands-on training, applicable registrations/certifications, and professional conferences. The intent of the IDP is to ensure that the participant has the best possible learning opportunity, and that the Army benefits to the maximum extent possible from the knowledge, skills, and abilities of the participant during the appointment period.

(4) Provide day-to-day feedback and support related to on-going research efforts.

e. The Resource Management Division will:

(1) Direct fund transfers to DOE/ORISE.

(2) In-process all ORISE participants.

(3) Arrange for participants to obtain identification cards, and to visit the Security Office.

(4) Prepare and issue DD Form 448, Military Interdepartmental Purchase Requests (MIPRs), to DOE/ORISE.

f. The ORISE participant will:

(1) Fulfill any contingencies as stated in the appointment offer letter.

(2) Complete in-processing requirements to include Resource Management Division, Security Office, and ORISE Program Representative (Ms. Diane Lewis).

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(3) Prepare a report at the end of each annual appointment (or at the end of ORISE program involvement) documenting his/her research accomplishments. Such a report should document the extent of his/her research activities, identify applicable publications and/or technical reports impacted by his/her participation, and where appropriate, include a copy of such publications (or a formal reference if distribution restrictions prohibit release of such reports outside of the Army/DOD). (See Participants' Handbook.)

g. The USACHPPM will:

(1) Provide ORISE with information on the number of appointments desired and the funding available for each.

(2) Assist in establishing program policies and procedures.

(3) The Review Committee will review candidates for appointments and cooperate with ORISE on the selection process.

(4) Mentors will describe the research project and prepare an IDP each of the participants.

(5) Assist ORISE in assessing and reporting program activities by providing information on activities and contributions of participants.

(6) Provide funding in a timely manner to support the assignment.

5. General Issues.

a. **Program Coordinator.** Ms. Joanne Rasnake, is the On-site ORISE Program Representative, [telephone (410)671-5461]. All actions associated with these efforts will be coordinated with her or Ms. Diane Lewis, [(410) 671-1596], to ensure adherence to program requirements.

b. **External Customers.** All USACHPPM Program Managers will coordinate with Mr. Stephen L. Kistner, the USACHPPM Program Coordinator,[(410)671-2307], regarding external customers' use of this program. All external customers will provide a written research program description prior to a decision on utilization of this agreement. Any organization external to USACHPPM using this agreement will be assessed a five percent overhead charge to offset the USACHPPM administrative costs associated with placing the participant.

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c. **Travel Funds.** If any selecting official or mentor chooses to utilize the ORISE MIPR funds to cover the costs involved with participant travel, it should be understood that they will be incurring the ORISE burden rate as an added factor.

d. **Training.** Training of participants can be accomplished using USACHPPM funds. It must be understood, however, that such training should be directly related to their scientific and technical research efforts. Training associated with computer skills, presentation skills, increasing overall effectiveness, or technically related courses can be provided subject to the sponsor's concurrence and availability of funds. Because of the technical nature of the program, USACHPPM policy will not support leadership or management training, with exceptions being considered for the SRPP.

e. **Recruiting.** Recruiting potential participants can be accomplished by the host Installation, ORISE, or the USACHPPM. Determining the eligibility and appointment of the participant will be made by ORISE.

f. **Files.** All official IDPs, Project Descriptions, Selection/Renewal Forms, and Certifications of Start Date will be maintained by the ORISE On-Site Program Representative. All such records will be subject to disclosure according to the provisions and procedures of the Privacy Act of 1974.

g. **Stipend.** The participants are not employees of the government, USACHPPM, DOE, ORISE/ORAU, etc. They are appointed to Installations through the ORISE program to participate in the research and development activities of the host Installation, and receive a stipend. (Refer to Enclosure 2 for guidance in determining stipend rate.)

h. **Absences.** Since participants in the ORISE Program at USACHPPM are not employees, they do not formally earn annual or sick leave. Recognizing that breaks in academia calendars are desirable and routinely observed by colleges and universities, the following guidelines are established for full-time participants.

(1) Up to 12 days per year of absence, excluding weekends and scheduled holidays observed by USACHPPM are permitted without reduction in the participant's stipend.

(2) Up to 12 days per year of absence are permitted for illness without a reduction in the participant's stipend.

(3) Emergency leave for serious family illness, death, etc., are to be handled on a case-by-case basis. The absences are at the discretion of the participant's mentor. Proportional adjustments in granting absences are to be made for appointments of more or less than 12 months.

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i. **Participation Schedule.** The participation schedule is established by the participant and the mentor and generally follows the hours of the facility where the participant is assigned. Since the participant is not an employee, no provisions are made for overtime pay. Periodic adjustments to the participant's schedule may be agreed to by the mentor and the participant. The participant will submit a daily schedule to the mentor for approval. If other than full-time participation, the mentor will approve the schedule and provide same to the ORISE On-Site Program Representative for implementation. Schedule changes should be submitted 30 days in advance. (See Table 1 of Enclosure 1.)

j. **Health Insurance.** Participants are required to have health insurance coverage prior to appointment. Health plans are available through ORISE for postgraduate appointments. Coverage is at the expense of the participant.

k. **Disciplinary Action and/or Termination of a Participant.** Participants can be disciplined or terminated from the Program at the discretion of the Selecting Official/Mentor, and in coordination with the USACHPPM Program Coordinator. Under such circumstances, it is encouraged that the participant be treated with the same due process and counseling given to Federal employees. Typical steps taken in an action of this nature include:

(1) Formal, documented counseling to ensure that the participant understands that a problem exists.

(2) Suspension (without stipend) depending upon the gravity of the problem.

(3) If above measures do not rectify the situation, termination from the Program may be exercised.

It is hoped that any potential problems could be resolved at a much lower level of effort.

l. **Identification Cards.** Each participant should be issued a civilian ID card with contractor status from their host activity.

m. **Citizenship.** All participants in the Program must be U.S. citizens.

n. **Foreign Travel Requests.** All foreign travel requests need to be coordinated with the ORISE office 60 days prior to planned travel. Such outside of continental United States (OCONUS) travel does not include Canada, Hawaii, Alaska, Puerto Rico, Mexico and the Midway Islands (to include Wake Island).

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6. Implementation. This policy supersedes Memorandum, MCHB-CG-A, 6 April 1995, subject as above, and is effective immediately and will remain in effect until changed.

2 Encls

PATRICK D. SCULLEY
Brigadier General, USA
Commanding

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